United Nations ST/AI/2005/1

Secretariat

29 March 2005

Administrative instruction amending administrative instruction ST/AI/1999/13

Recording of attendance and leave

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, amends administrative instruction ST/AI/1999/13, entitled "Recording of attendance and leave", as follows:

Section 1.5 is replaced by the following text:

"1.5 At the close of each twelve-month cycle provided for in staff rule 106.2 (c), an annual record of attendance for every staff member shall be prepared, showing the total sick leave and annual leave taken during that cycle, and the balance of annual leave carried forward at the beginning of the new cycle."

The present instruction shall enter into force on 1 April 2005.

Catherine **Bertini**
Under-Secretary-General for Management

05-29158 (E) 010405